

LICENSE APPLICATION—THREE-YEAR SHORT-TERM SUBSTITUTE PERMIT

PI-1602-SP (Rev. 6-10)

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FOR INFORMATION CONTACT:

Telephone No. (608) 266-1027

Toll Free No. 1-800-266-1027

Web Site dpi.wi.gov/tepd

We do not accept applications by FAX.

WE WANT TO DO AN EXCELLENT JOB FOR YOU. HERE IS HOW YOU CAN HELP.

- ◆ Use the correct form. The PI-1602-SP form is used only to apply for or renew a three-year short term substitute permit for applicants who **did not** complete a state-approved educator training program. This license must be requested by an employing school district and is only valid for short-term substitute assignments (20 consecutive days or less). For more information, go to: dpi.wi.gov/tepd/bssub.html
***Do not** use this form to apply for an emergency long-term (more than 20 consecutive days in one assignment) substitute license. Use the PI-1602-EL form instead.*
- ◆ Type or print legibly in black or blue ink. Do not submit “back-to-back” photocopies since pages of the application are separated during processing. **Keep a copy of your entire application including all documentation** since no documents can be returned to you.
- ◆ Mail **all** necessary documentation and forms, including the PI-1602-A Conduct and Competency Review (and fingerprint cards if applicable), along with the application in one complete submission. This will facilitate much faster processing of your application.
- ◆ Verify the date that the application was received at DPI by checking the license database at: dpi.wi.gov/tepd/lsearch.html

LICENSE APPLICATION INSTRUCTIONS

- I. **Applicant Information:** Fill in all boxes. "Primary Phone" is a number to contact you from 8 a.m. to 4 p.m. Central Time.
- II. **Applicant Status, Degree Information, and District Request**
- Part A**—Indicate whether this is a first time or renewal request.
- Part B**—For first time requests provide bachelor's degree information and indicate status of transcripts. Note: Accreditation of institutions of higher education may be verified on the Department of Education Office of Postsecondary Institutions website:
<http://ope.ed.gov/accreditation>
- III. District request and signature is required for ALL requests.

PAYMENT INSTRUCTIONS

Fee payment (\$100) must be mailed with your application. Since fees cover the cost of application review and processing, **NO REFUNDS WILL BE MADE**, regardless of whether or not a license is issued. The application fee is subject to change without notice.

CHECK OR MONEY ORDER: Make payable for **\$100** to: **Dept. of Public Instruction**. *Do not mail this page* (page 1) when paying by check or money order. **Attach the check or money order securely to the front of page 2 (the application page containing applicant information).**

CREDIT CARD: We accept **only** MasterCard or VISA. Fill in the account information below and sign. This credit card payment page must have an *original signature* and will be retained by our bank. Since this page will not be forwarded to our licensing consultants, *be sure that the reverse side does not contain any information needed to process the application. Attach this page on top of all other application materials before mailing.*

Account	Number
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[illegible]

Provide Applicant Name if different than cardholder

Expiration Date

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Month

Year

Amount

\$100

Print or Type Cardholder Name

Signature

**MAILING INSTRUCTIONS (Do not FAX.)**

All application materials and payment must be mailed (regular 1st class U.S. mail only) to DPI's bank for payment processing before the application can be reviewed. The bank then couriers application materials to Madison for processing by licensing consultants. **Do not mail or fax applications to DPI's Madison office. If sent to Madison, review of your application will be significantly delayed.**

All applicants must mail the application packet to:

DPI Teacher Licensing, Drawer 794, Milwaukee, WI 53293-0794

**LICENSE APPLICATION—THREE-YEAR
SHORT-TERM SUBSTITUTE PERMIT**

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FOR INFORMATION CONTACT

Telephone No. (608) 266-1027

Toll Free No. 1-800-266-1027

Web Site dpi.wi.gov/tepd

Collection of Social Security Number is a requirement of s.118.19(1m).

Mail application and fee to: DPI-Educator Licensing, Drawer 794, Milwaukee, WI 53293**I. APPLICANT INFORMATION**

Legal Name <i>First</i>	<i>Middle</i>	<i>Last</i>		
Previous Name(s)		Social Security Number	Date of Birth <i>Mo./Day/Yr.</i>	
Address			P.O. Box	
City		State	Zip Code	Zip Plus <i>4 digits</i>
Primary Telephone <i>(include area code)</i>	Ext.	Alternate Telephone <i>(include area code)</i>	Ext.	
Email Address			Permit to Begin July 1, ____	

II. APPLICANT STATUS, DEGREE INFORMATION, AND DISTRICT REQUEST**Applicant completes Part A & B**

Check the applicable box(es). Respond to all questions and provide all requested information and attachments.

PART A—This three-year short-term request is a:☐ First time request (answer Part B and obtain district request in Section III) ☐ Renewal request (skip to Section III and obtain district request)**PART B—List the following information about your degree:**

Institution Name	Degree	Date <i>Mo./Day/Yr.</i>
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Note: ALL FIRST TIME PERMIT REQUESTS require official transcripts confirming the applicant's bachelor's degree from an institution accredited by an agency recognized by the United States Department of Education.Transcript Status: ☐ Previously submitted to DPI ☐ Attached to this application
☐ To be mailed later, separate from this application (mail to: DPI-Educator Licensing, PO Box 7841, Madison, WI 53707)**III. SCHOOL DISTRICT REQUEST AND SIGNATURE OF EMPLOYING ADMINISTRATOR**

School District Requesting Substitute Permit	Telephone <i>Area/No.</i>	CESA No.	LEA No.
School District Mailing Address <i>Street or PO Box</i>	City	Zip Code	

Signature of Employing Administrator

Your signature confirms that your district has a shortage of fully licensed substitute teachers and that training for substitute teaching will be provided to the applicant.

Name of Employing Administrator <i>Type or print clearly.</i>	Title
Signature of Employing Administrator	Date Signed <i>Mo./Day/Yr.</i>



For DPI Use Only <input type="checkbox"/> FP <input type="checkbox"/> Conduct	For Bank Use Only Amount of Remittance \$100 Date Stamp
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**CONDUCT AND COMPETENCY REVIEW****THIS FORM MUST BE SIGNED AND NOTARIZED.**

PI-1602-A (Rev 06-10)

Forms available at: dpi.wi.gov/tepdll/applications.html**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION.**

- ◆ **Complete this form fully and truthfully and sign it in the presence of a notary public** (most schools have a notary on staff). Carefully **read all form instructions** on the following page. **An incomplete form will delay processing of your application.**
- ◆ Answer **all questions 1-12**. Use blue or black ink only. "Teaching" refers to all licensed school personnel including but not limited to teachers, pupil services personnel, administrators, library media specialists, substitute teachers, licensed aides, etc.
- ◆ For any "Yes" answer to questions 1-11, include a detailed written explanation. Also submit complete copies of any related criminal complaint, criminal judgment, police reports, disciplinary letters/findings, correspondence etc. as applicable. **Note:** If you answered "Yes" to any question (1-11) on a previous DPI application and provided the necessary documentation to DPI at that time, check "PR" (Previously Reported) for that question, **unless a new reportable incident(s) has occurred since then.**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR <small>Previously Reported</small>	1. Have you ever been disciplined for alleged misconduct including but not limited to verbal, physical, or sexual abuse or harassment in the course of any employment or as a member of any licensed or regulated profession?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	2. Have you ever resigned, been disciplined or dismissed from any teaching or other school position, in part, for alleged: (<i>check any which apply</i>) <input type="checkbox"/> immoral conduct or <input type="checkbox"/> incompetence? (<i>See Definitions.</i>)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	3. Have you ever had a certificate or license to teach or perform other school duties denied, revoked or suspended?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	4. Is any investigation/discipline of your education related license or employment pending in any jurisdiction?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	5. Have you ever been convicted of violating any civil, state, or federal law or local ordinance for actions involving sexual conduct, physical abuse of a child, and/or contributing to the delinquency of a child?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	6. Have you ever been convicted of any criminal offense (including <i>criminal</i> traffic matters, not general traffic violations) in any jurisdiction? (<i>check any which apply</i>) <input type="checkbox"/> felony or <input type="checkbox"/> misdemeanor
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	7. Have you ever participated in a deferred prosecution agreement to resolve a criminal matter?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	8. Are you currently on probation, parole, or other court-ordered supervision in any jurisdiction?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	9. Have you ever been acquitted or found not guilty by reason of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis of an offense involving sexual conduct, or harm or threat of harm to another?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	10. Is any investigation or criminal charge pending against you in any jurisdiction?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> PR	11. Have you (or a school district where you worked) ever been a party to a civil settlement, award, or agreement of any kind that involved an allegation concerning your conduct as an educator or in an educationally related position or setting?
<input type="checkbox"/> Yes	<input type="checkbox"/> No		12. Are you required to submit fingerprints to DPI with your license application? (<i>See Instructions.</i>)
If Yes , check one box below to indicate submission method. Provide date if cards are not enclosed. Two Cards <input type="checkbox"/> Enclosed or <input type="checkbox"/> Mailed on _____(date) OR Electronic Submission <input type="checkbox"/> on _____(date)			

UNDER OATH, I swear that all information on this form and on the accompanying license application(s) and documentation is true to the best of my knowledge. Any false statements may result in denial, revocation, or suspension of license.

I HEREBY AUTHORIZE any of my previous employers, law enforcement agencies, and the courts to release, to the Wisconsin Department of Public Instruction, information which pertains to my responses to questions on this form.

Name <i>Print or type</i>	Sworn and signed before me this _____ day of _____ in the year _____.
Signature (<i>Sign in the presence of a Notary Public. Use blue or black ink.</i>) ➤	Notary Public, _____
Social Security No. *	My commission expires on _____

*Collection of social security number is a requirement of s. 118.19(1m) and (1r). The social security number may be released to the Department of Justice, Department of Revenue, and the Department of Workforce Development. Such information is made available to these governmental agencies for official purposes only.

**INSTRUCTIONS AND DEFINITIONS
CONDUCT AND COMPETENCY REVIEW FORM (PI-1602-A)**

The Conduct and Competency Review Form is a screening method to protect children. While the vast majority of educators are not a danger to the safety and education of our children, there are exceptions to the rule. Some people use the profession to have access to children and to prey upon them. Because of these people, the department must investigate the backgrounds of all license applicants. The questions contained in the conduct and competency review form have been developed to alert the department to cases that warrant further investigation. A “yes” answer to a question or an arrest record **does not** automatically make you ineligible for licensure. Each situation is investigated independently and the final decision is made on a case-by-case basis. Your cooperation in protecting our children is greatly appreciated.

1. **Answer all questions.** We cannot issue a license unless all questions 1 - 12 are answered. Use black or blue ink only. *Submitting a fully and correctly completed form with notarized signature will speed processing of your application.*

2. **Fingerprints:** For question 12, carefully read **ALL the criteria below** to determine whether fingerprints are required in your situation. **You must answer Question 12. If you do not answer question 12, your conduct form will be returned to you for completion.** If fingerprints are required, indicate how and when prints are being submitted. Fingerprints must be submitted electronically or prepared on cards obtained directly from the Department of Public Instruction (see dpi.wi.gov/tepd/fphelp.html).

■ If you have worked, resided, or physically attended classes in a state other than Wisconsin, a listed territory (American Samoa, Guam, Puerto Rico, Commonwealth of the Northern Mariana Islands, or Virgin Islands), Canada, or Great Britain within the last twenty years *after age 17*, **you must submit fingerprints** with your license application.

■ Even if you previously submitted fingerprints to the Department of Public Instruction **you must submit fingerprints again if, since the previous submission, you have worked, resided, or physically attended classes in any of the locations listed above.** (If you previously submitted prints that met approved FBI/CIB standards *and* have not worked, resided, or physically attended classes in any of the locations above since submitting your prints to DPI, then new prints are not required.)

■ If your license application contains a non-Wisconsin mailing address, you must submit fingerprints.

Electronic Fingerprint Submission: The state of Wisconsin contracts with a specific private vendor to offer “inkless” live scan technology fingerprinting. This service is available only at specifically designated Wisconsin locations. If you are able to submit prints electronically through our vendor at one of the Wisconsin locations, you are not required to request fingerprint cards from DPI. More information about DPI-acceptable electronic fingerprint submission, including service locations, is available at: dpi.wi.gov/tepd/fphelp.html.

Fingerprint Cards: If you do not submit prints electronically, you must request fingerprint cards from DPI by sending a request to dpifingerprints@dpi.wi.gov or by calling 1-800-266-1027. Cards and instructions will be mailed to you by U.S. mail. Be sure to provide your name and complete mailing address including zip code in your request. You will be mailed two Federal Bureau of Investigation (FBI) cards preprinted with DPI’s code. Prints must be prepared, by a law enforcement official, on those cards.

NOTE: Incomplete or incorrectly prepared cards will be returned to you for resubmission until they are prepared as specified in the instructions provided. See dpi.wi.gov/tepd/fphelp.html for instructions on completing the cards correctly.

3. **Signature and Notarization Requirement:** Your signature on the Conduct and Competency form must be notarized. ***If you do not sign the form or if your signature on the form is not notarized, your conduct form will be returned to you for completion.*** Notary Publics are available at schools and banks. Other options include a clerk or deputy clerk of a court of record, a court commissioner, a register or deputy register of deeds, a judge, or a county or deputy county clerk. For more information about notarization see Frequently Asked Questions about notarization at: dpi.wi.gov/tepd/notary.html.

Definitions

“Immoral Conduct” means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare, or education of any pupil. (Sec. 115.31(1)(c), Wis. Stats.)

“Incompetence” means a pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, and which endangers the health, welfare, safety or education of any pupil. (PI 34.35(1)(d), Wis. Admin. Code)

Reminders

Issuance or renewal of any license or permit by DPI is conditional pending the receipt of a satisfactory background investigation. (Sec. 118.19(10)(e), Wis. Stats.)

All information received from the Federal Bureau of Investigation and the Wisconsin Department of Justice as part of a background check, remains confidential. (Sec. 118.19(10)(f), Wis. Stats.)

You will be notified only if the department determines that the result of the background investigation is unsatisfactory.
